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OFFICE OF PERSONNEL - MONTHLY REPORT

May 1964

I HIGHLIGHTS

NPIC Gets Substantial Ceiling Increase During May NPIC received a ceiling increase of 160. This raised the Agency's total ceiling allotments to [REDACTED] and virtually exhausted the small reserve of unallocated ceiling established last December when the Agency's existing allotments were reduced and re-apportioned.

25X9A2

Agency To Roll Back Its Average Grade In response to urgings from the Bureau of the Budget to all Federal agencies to hold the line on average grades, CIA is taking prompt action to tighten its position controls. Not only are steps being taken to prevent average grades from creeping up in the future, but we have also initiated a classification review aimed at reducing "headroom" in current T/O's sufficiently to roll back the average grade of Agency positions to the level that existed a year ago, and possibly somewhat lower if feasible.

The rollback is being accomplished primarily by reshaping T/O's to establish proper "job ladders" to accommodate realistically personnel on duty and in the "pipeline", and yet still provide reasonable opportunities for career advancement. It might be noted that the Agency's average position is currently five-tenths of a grade higher than the average grade of its employees.

New control actions to stabilize average grades contemplate: (a) the requirement that future requests for upgradings be accompanied by proposals for appropriate, compensating downgradings, and (b) a policy that no employee can be assigned to a position more than 2 grades above his own.

II OTHER ACTIVITIES

1. RECRUITING

Annual Recruiters Conference The annual conference of professional recruiters has been scheduled for the week of 21 September.

University Associates Conference Letters are going out to our University Associates asking them to designate acceptable dates in November for this year's annual conference.

S&T Recruiting A senior member of DD/S&T has been teamed with our San Francisco recruiter for the period 1-13 June to make an intensive qualifications review of scientists and engineers being released by several major aircraft and electronics companies in California. This is a pilot effort to determine whether certain defense industries undergoing sharp staff cuts in a number of geographic areas are releasing scientific and technical personnel of the kind

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and caliber we need and, hence, whether these sources should be exploited. In addition to screening surplus lists, the team will pursue with several large research organizations the possibility of their detailing key scientists to the Agency for 2 to 3 year tours. This idea has already been broached at 25X1A5a [redacted] during a recent visit by the Director of Personnel and representatives of OSI and the General Counsel.

25X9 Clerical Recruiting Good progress is being made toward the goal of [redacted] new clerical employees for the first quarter of FY '65. During May processing was initiated on [redacted] applicants, bringing the month-end total in process to [redacted] 25X9 It is difficult to predict how many of these will actually EOD since we have had so little experience with the requirement that clericals await the full field investigation before coming on duty. However, there is reason to hope that results can still parallel those of last year and, if so, we can expect about 25X9 [redacted] EOD's from among those now in process. This number, plus clericals already in the pool (56 as of 31 May), should enable us to cover all existing vacancies and also generate some surpluses during July and August to soften the loss of "summer onlies" in RID and OCR.

NPIC Recruiting Largely as a result of its recent ceiling increase, NPIC now has about 190 vacancies most of which are in professional and technical categories GS-7 and above. To fill these jobs as rapidly as NPIC desires, an all-out recruitment drive patterned after the one employed so successfully in 1962-63 is being mounted. [redacted], one of the professional recruiters, 25X1A9a is being assigned full-time to plan and coordinate the drive.

Conference On Equal Employment Opportunity Representatives from the Recruitment Division and the Outplacement Section joined the Agency's Employment Policy Officer ([redacted]) in attending the annual Equal Employment Conference 25X1A9a held at the Mayflower Hotel 22 May. Conference discussions centered around efforts of Federal agencies to comply with the spirit and intent of E.O. 10925 which created the President's Committee on Equal Employment Opportunity.

2. BENEFITS AND SERVICES

UBLIC Insurance Passes \$80 Million Mark The current boom in UBLIC insurance still shows vigorous signs of life even though policyholders have more than doubled the total insurance in force since the expanded program became available in February. Latest returns show:

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|--------------------------|------------|---|--------------|------|
| New Applications | [redacted] | - | \$19,893,000 | |
| Policy Changes | [redacted] | - | \$23,153,500 | 25X9 |
| Increases since February | [redacted] | | \$43,046,500 | |
| Total Number of Insured | [redacted] | | | |
| Total Insurance in Force | [redacted] | - | \$80,680,000 | |

Blood Donor Program During its 5 May stop at Headquarters, the Red Cross Bloodmobile collected 166 pints of blood. This raised the Agency's total contributions during the first 5 months of the year to 980 pints, well above our self-assigned quota of 150 pints per month.

1964 Savings Bond Campaign Completed This year's Saving Bond Campaign, conducted during the period 11-22 May, has been completed. Final results will not be available until all pledge cards can be processed through the payroll system. Meanwhile, an interim hand tabulation is being requested from Finance.

CSC Approves Changes In Hospitalization Insurance Plan Last month it was reported that several proposed changes in CIA's Association Benefit Hospitalization Plan had been approved by GEHA and by the Agency and submitted to the Civil Service Commission for clearance. The changes contemplate: (a) slightly higher premium rates required by the underwriter, (b) several new benefits to be added to the plan, and (c) a 1% administrative expense allowance for GEHA to cover part of the Agency's cost of administering the program. The Civil Service Commission's Bureau of Retirement and Insurance has approved these proposed changes which will now be discussed with the underwriter in preparation for the contract year beginning 1 November.

Special Memo To Employees Who Do Not Have Hospital Insurance During May a special memo went out to each employee who is not presently listed on Government hospitalization insurance rolls urging that, unless covered by a policy issued to a relative, he should consider one of the hospital plans available during the "open period" that will continue through 30 June.

Membership Drive For Employee Activity Association Approval has been given for an Agency-wide drive to enroll members in the Employee Activity Association (the new name for our recreation association). Before launching the drive, its approach and content will be critiqued at an early meeting of the Personnel Advisory Board and then with the DDCI as soon as the attitudes and reservations, if any, of the Deputy Directors have been ascertained.

Softball Season Opens With General Carter tossing out the first ball, the softball season got off to a rousing start on 3 June. The 3 new diamonds are now in excellent condition, after some hasty "repairs" during May.

Fund Drive For John F. Kennedy Library Sparked by the Consolidated Charities Committee, and initiated by a 13 May rally of office chairmen, a campaign is presently in progress to encourage employees to contribute to the John F. Kennedy library to be constructed in Boston on the grounds of Harvard University.

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3. AWARDS

Contract Employee Gets \$500 Suggestion Award A contract employee in DD/P,

who until recently was an Air Force Sergeant on detail to the Agency, has been awarded \$500 for developing an unusual and important operational device.

1964 Suggestion Conference Ten Agency representatives attended the 1964 Regional Conference of the National Association of Suggestion Systems on 20 May.

III SPECIAL REPORT

This month's Special Report deals with promotions. In a series of statistical charts, the Report portrays and compares by Career Service the average age and average time-in-grade of staff personnel GS-8 to GS-15 who were promoted, and also those who were not promoted, during the years 1961-63. In addition, the Report contains some comparative data for other personnel promoted during 1961-63 as well as some summary data on promotions made in 1958-60.